

# Non-Supplanting Explanations

OR

## Staff Left Voluntarily

Explanation needs to include:

- Staff Person's Name
- Position
- School
- Change that created the savings  
State specific reason such as retirement, left for another position, etc.
- FY- 12 Costs  
Salary & Benefits
- FY- 13 Costs  
Salary & Benefits if position is filled or a statement that is was not continued.
- Savings

Remember: Only *voluntary* staff reductions can be included.

## Reduction to Individual Student Cost

Explanation needs to include:

- Student's Initials
- Student ID number
- Change that created the savings with Date  
State why costs reduced such as student graduated, moved out of district, required a lower level of services, no longer required special education services, etc.
- FY- 12 Costs -Total special education cost for student from State/local funds
- FY- 13 Costs—Total special education cost for student from State/local funds
- Savings

Remember: Only for students with costly special education programs can be included.

